

**National Oceanic and Atmospheric Administration
Rotational Assignment Program**

Occupational Category:

Managerial_____ Technical_____Analytical_ X_____

Administrative _____ Clerical/Support_____ Other_____

Level of Responsibility: GS 13 Pay Band _____ WG/WM _____

Duration: 3 months X 6 months _____ Other _____

Timeframe: 1st quarter__ 2nd quarter__ 3rd quarter x__ 4th quarter__

Title of Assignment: Developing a NOAA-Wide Mentoring Program

Assignment Objective: To fulfill the PRT Recommendation to develop a NOAA-wide Mentoring Program.

Description of Tasks:

In response to the Performance Review Team (PRT), the HRMO has been tasked with establishing a formal, NOAA-wide mentoring program for all grade levels. The new initiative requires the development of proposed strategies for designing and implementing this corporate program. The assignment is independent of any other PRT recommendation and is directly related to workforce planning – recruitment, retention, and training a workforce for the future.

Special Requirements and Selection Criteria:

Good analytical and writing skills; and a desire to research and tailor a program directly related to NOAA's workforce planning initiative.

NOAA Line/Staff Office: NOAA Finance and Administration, Human Resources Management Office

Point of Contact: Monica M. P. Matthews, (301) 713-0534, ext. 202

OFA-05-HRMO

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Duration: 3 months __X__ 6 months_____ Other__ tbd__

Timeframe: 1st quarter__ 2nd quarter_ X_ 3rd quarter__ 4th quarter__

Title of Assignment: Human Resources Strategic Plan

Assignment Objective:

To participate in the development of the NOAA Human Resources Strategic Planning initiative.

Description of Tasks:

The upcoming NOAA strategic plan will include a requirement for developing sub-strategic plan for human resources (HR). The scope of the HR strategic plan will address both succession planning needs and process improvement. This assignment will help HRMO respond to a specific strategic planning action item as well as formulate a corporate plan for assessing NOAA's current and future human capital needs. This assignment will dovetail with the human capital/workforce restructuring requirements of the President's Management Agenda as well as NOAA's Program Review.

Special Requirements and Selection Criteria:

Good analytical and writing skills; and a desire to research and tailor a program directly related to NOAA's Human Resources Strategic Planning initiative.

NOAA Line/Staff Office: NOAA Finance and Administration, Human Resources Management Office

Point of Contact: Monica M. P. Matthews, (301) 713-0534, ext. 202

OFA-06-HRMO

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Managerial _____ Technical _____ Analytical X _____

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Duration: 3 months X 6 months _____ Other tbd _____

Timeframe: 1st quarter _____ 2nd quarter _____ 3rd quarter X 4th quarter _____

Title of Assignment: **Human Resources Capital Needs Analysis**

Assignment Objective:

To assist the NOAA HR Management Office formulate a corporate plan for assessing NOAA's current and future human capital needs.

Description of Tasks:

The HRMO has been tasked with numerous action items in response to the Performance Review Team. Many of these relate to workforce planning – recruitment, retention, and training a workforce for the future. This assignment will help HRMO respond to specific actions as well as formulate a corporate plan for assessing NOAA's current and future human capital needs. Most of these assignments dovetail with the human capital/workforce restructuring requirements of the President's Management Agenda. Assignments will also include planning and tracking our progress in "getting to green."

Special Requirements and Selection Criteria:

Good analytical and writing skills; and a desire to research and tailor a program to assess NOAA's current and future human capital needs.

NOAA Line/Staff Office: NOAA Finance and Administration, Human Resources Management Office

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